



POLICY AND PROCEDURE MANUAL

POLICY 1 – HOUSE RULES

Policy Intent

The House Rules are to be followed by all HSF affiliates, defined as: all Executives, full-time staff, part-time staff, club members, Directors, and advisors/consultants of the HSF. The communal office area is defined as the Main Lobby, the Directors' Boardroom, A102A, and the Clubs Room at the North campus and the Building H office spaces and the A168 space at the Lakeshore campus. The private office area is defined as all other office areas not mentioned above. The HSF offices are for conducting HSF business. Compliance with the House Rules is to ensure a professional and safe environment at all times.

House Rules

- 1) **Respect** – HSF affiliates are expected to treat all students, staff and visitors to office areas with respect.
- 2) **Office Etiquette** – Professional behavior must be demonstrated at all times. Profanity, inappropriate/unacceptable behavior, alcohol, and/or illegal substances will not be tolerated.
- 3) **Closed-Door Discussions** – When a conflict arises among HSF affiliates, the matter should be handled in a professional, closed-door discussion. Such a meeting should be facilitated with the conflicting affiliates and a neutral mediator. Hostile or threatening behavior will not be tolerated.
- 4a) **Guests** – Guests are welcome in HSF offices during observed office hours. Outside of observed office hours, or in private office space, a full-time staff member or current Executive of the HSF must accompany all guests.
- 4(b) **Guest Conduct** – HSF affiliates are directly responsible for the conduct of their guests at all times while the guest visits the HSF office space.
- 5) **Personal Loss, Damage, or Injury** – The HSF assumes no responsibility for the loss of or damage to any property belonging to a Federation affiliate or guest. Furthermore, the HSF is not responsible for any personal injuries suffered by a Federation affiliate or guest while on Humber ITAL property.

- 6) **Office Equipment and Supplies** – All HSF office equipment and supplies including, but not limited to: photocopiers, telecommunications devices, computers, and stationary supply are to be used for official HSF business only (i.e.: for promotion of a HSF event through flyer creation, club meetings, etc.)
- 7) **Office Appearance** – All HSF affiliates are expected to maintain the HSF offices in a high standard of appearance and cleanliness. Damage to the office space, theft or defacement of HSF properties, whether willful or through careless action, will be considered a breach of House Rules.

Breach of House Rules

Assessing a breach of House Rules will be conducted by the following methods, under the guidelines established in Policy 9 – Director Suspension, and when applicable, Policy 4 (A&B) – Human Resources Management:

Directors and Club Members – Breach of the House Rules for Directors and Club Members will be determined by the HSF Executive Committee. Such individuals found to be in breach will be subject to a suspension of membership rights for one (1) week. Each subsequent breach will be followed with a suspension double that of the previous suspension and a written warning.

Executives – Breach of the House Rules for Executives of the HSF will be determined by the Executive Director of the HSF. Should a conflict of interest be observed between the Executives and the Executive Director, then evaluating breach of House Rules will be delegated to the Governance Review Committee. An initial breach of House Rules will be followed with a written warning. Subsequent offences will result in the suspension of membership rights for a period of one (1) week. If further breaches of policy occur, the Board of Directors of the HSF would be duly informed.

Full Time Staff Members – Breach of the House Rules for the HSF full-time staff will be determined by the Executive Director and/or the President. An initial, or subsequent, breach of House Rules will be met with a written warning, as specified in Policy 4 (A&B) – Human Resource Management.

In instances involving the Executive Director in perceived breach of the House Rules, an appropriate determination will be made by the HSF President, in consultation with Policy 4 (A&B) – Human Resource Management.